



Department of Planning and Zoning



Residential “Walk-Thru Revision” of Approved Site Development Plans

What is a “Walk-Thru Revisions”?

The “Walk-Thru” Redline Revision procedure has been established as the process to make single lot as-built revisions for the purpose of grading certification only on an approved site development plan (SDP). The following other minor site revisions are authorized to use this process:

- For single lot as-built revisions that do not effect neighboring lots. If neighboring lots are affected, a letter from permission must be obtained and presented at the time of the walk-thru.
- For minor revisions such as foundation elevation changes and grading changes, provided that stormwater management is not impacted.
- Additions of retaining walls under 3 feet in total height.
- House location or orientation changes including driveway changes where street address is not affected.
- Architectural changes to a house model which has already been approved and shown on the plan.

How to Apply?

The “Walk-Thru Revision” plan shall be submitted on Tuesday and Friday mornings (only) between the hours of 9:00 a.m. and 10:00 a.m. at the Department of Planning and Zoning (DPZ), Division of Land Development. No appointment is necessary and applications will be processed on a “first come, first serve” basis.

What are the Plan Submission Requirements?

All “Walk-Thru Revision” plans submitted to DPZ shall be prepared in accordance with the following minimum requirements to ensure acceptance for processing.

1. A letter of transmittal from the applicant or consultant explaining the proposed revisions.

2. The proposed revision plan must be prepared by a professional engineer, architect or surveyor licensed in the State of Maryland. It is recommended the original plan consultant prepare the “Walk-Thru Revision” plan. Should another professional consultant prepare the revision plan, then written permission from the original plan preparer must be obtained and submitted with the plan package to DPZ. The revised SDP must be signed and sealed by the new plan preparer and the revisions must be clearly noted in the revision block on the SDP.
3. The site revisions must be clearly marked in red on one (1) copy of the applicable approved SDP sheet along with four (4) 8 ½” x 11” paper copies of the appropriate lots, highlighted with the proposed changes. The “Walk-Thru Revision” plan shall show and label all available options such as decks, porches, sunrooms, fireplace chimneys and bay windows, etc. with dimensions to all property lines and public road right-of-way lines at the closest points. The revision plan shall include all proposed site grading changes, house elevation changes, tree clearing, driveway relocations, and retaining walls, as applicable.

Copies of the signature approved SDP can be obtained at the DPZ Public Service Counter located on the First Floor of the George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043. The Service Counter is open 8 a.m. to 5 p.m. Monday thru Thursday and 8 a.m. to 3 p.m. on Friday.

What is the Procession Fee?

The processing fee for SDP “Walk-Thru Revision” is based on the Schedule of Fees adopted each year by Resolution of the County Council and in accordance with the following:

- \$150 per lot for Single Family Detached or Attached housing

The fee is to be paid to the Department of Finance with checks made payable to the *Director of Finance*.

What is the Processing Time?

The Division of Land Development will review the SDP “Walk-Thru Revision” plan submission to verify compliance with County regulations. If all is in order, the Division of Land Development will complete their review and immediately forward it to the Development Engineering Division.

Upon approval of the revision plan by the Development Engineering Division, the applicant will be given written authorization to immediately make the approved revisions on the SDP original held with DPZ, Large Format Imaging Services. The processing time for approving a SDP “Walk-Thru Revision” plan is approximately 1 – 1 ½ hours depending on the number of applicants on a given day.

For More Information, Contact:

The Howard County Department of Planning and Zoning at (410) 313-2350 or visit the Planning and Zoning Public Service Counter on the first floor of the George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043. The Service Counter is open 8 a.m. to 5 p.m. Monday thru Thursday and 8 a.m. to 3 p.m. on Friday.